SUPPLEMENTARY INFORMATION FOR LEGISLATIVE REVIEW

1985-86 ESTIMATES

DEPARTMENT OF COOPERATIVE DEVELOPMENT

PREFACE

THIS DOCUMENT HAS BEEN PRODUCED BY THE DEPARTMENT OF COOPERATIVE DEVELOPMENT AS A SUPPLEMENT TO THE 1985-1986 PRINTED MAIN ESTIMATES. IT IS INTENDED TO PROVIDE FURTHER BACKGROUND INFORMATION ON THE DEPARTMENT TO COMPLEMENT THE INFORMATION ALREADY CONTAINED IN THE PRINTED MAIN ESTIMATES. THIS ADDITIONAL INFORMATION WILL ASSIST MEMBERS OF THE LEGISLATURE, THE COOPERATIVE SECTOR, AND THE GENERAL PUBLIC TO REVIEW THE OPERATIONS OF THE DEPARTMENT.

THE CONTENTS OF THIS SUPPLEMENT ARE ORGANIZED INTO THREE PARTS. THE FIRST PART PROVIDES AN OVERVIEW OF THE DEPARTMENT'S 1985-1986 BUDGET REQUIREMENTS. THE SECOND PART PROVIDES FINANCIAL ANALYSIS INCLUDING DETAILS OF STAFFING REQUIREMENTS AND EXPENDITURES. THE INFORMATION IN PART TWO IS ORGANIZED ON THE BASIS OF EXISTING MAIN APPROPRIATIONS SO AS TO PROVIDE AN EASY CROSS-REFERENCE TO THE 1985-1986 PRINTED MAIN ESTIMATES. PART THREE PROVIDES A FIVE YEAR HISTORICAL ANALYSIS OF THE DEPARTMENTAL SPENDING AND STAFFING REQUIREMENTS.

THIS DOCUMENT WAS FIRST PROVIDED LAST YEAR ON A TRIAL BASIS IN ORDER TO ASSIST MEMBERS OF THE LEGISLATURE IN THE REVIEW OF THE 1984-1985 PRINTED MAIN ESTIMATES. WE BELIEVE THAT THIS INFORMATION HAS BEEN BENEFICIAL IN REVIEWING THOSE ESTIMATES AND ARE PLEASED TO BE ABLE TO PROVIDE THIS SUPPLEMENTARY INFORMATION FOR THE CURRENT 1985-86 FISCAL YEAR. AS WITH LAST YEAR, ANY COMMENTS OR SUGGESTIONS REGARDING THIS MATERIAL WOULD BE WELCOME.

HONOURABLE JAY M. COWAN
MINISTER OF COOPERATIVE DEVELOPMENT

INDEX

PREFACE — Page

PART 1 - DEPARTMENTAL OVERVIEW 5

- General Information

Schedule 1 - Organization Chart 7
Schedule 2 - Statutory Responsibilites. 9

- Expenditure Summary 1985/86

Schedule 3 - By appropriation 9
Schedule 4 - Percentage distribution by operating program. 10
Schedule 5 - By major element 11

- Staff Year Summary 1985/86

Schedule 6 - By appropriation 12
Schedule 7 - Percentage distribution of staff years by operating program 13
Schedule 8 - Percentage distribution of salaries by operating program 14
Schedule 9 - By staff category. 15

PART 2 - DETAILED FINANCIAL INFORMATION 17

PART 3 - HISTORICAL INFORMATION 33

- Departmental Comparison 1981/82 - 1985/86

Appendix 1 - Five year expenditure and staffing summary by appropriation. 34

- Five Year Expenditure History

Appendix 2 - By main appropriation. 36

- Five Year Staff History

Appendix 3 - By appropriation 37

Appendix 4 - Departmental staffing. 38

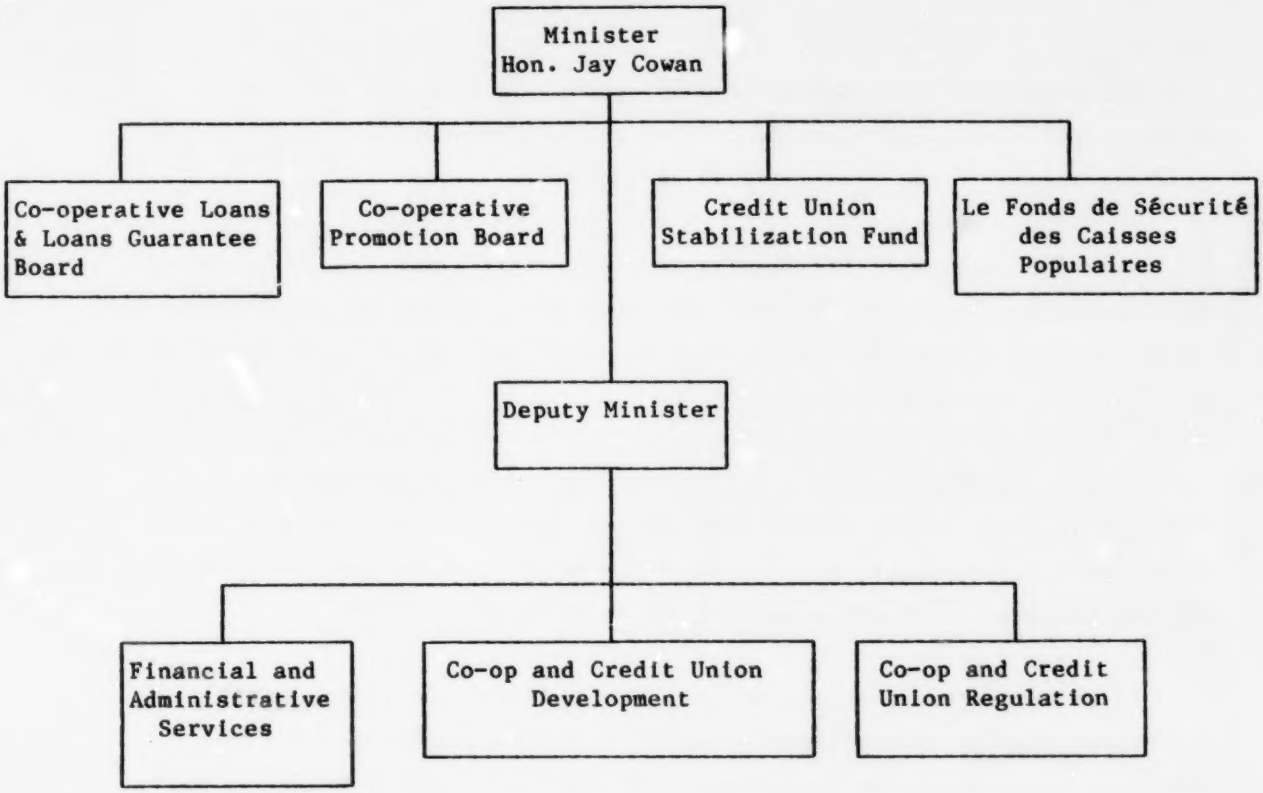
PART 1

DEPARTMENTAL OVERVIEW

Schedule 1

DEPARTMENT OF COOPERATIVE DEVELOPMENT

ORGANIZATION CHART


Minister
Hon. Jay Cowan
Co-operative Loans & Loans Guarantee Board
Co-operative Promotion Board
Credit Union Stabilization Fund
Le Fonds de Sécurité des Caisses Populaires
Deputy Minister
Financial and Administrative Services
Co-op and Credit Union Development
Co-op and Credit Union Regulation

THE DEPARTMENT OF COOPERATIVE DEVELOPMENT - AN OVERVIEW

The Department of Cooperative Development was established in 1971. Prior to 1971, the Department functioned as the Cooperative & Credit Union Services Branch of the Department of Agriculture.

With the passage of The Cooperatives Act in 1977 and The Credit Unions and Caisses Populaires Act in 1979, administration of the two Acts became the responsibility of the Department, thus adding a new and expanded dimension to its general role and activity.

Today, its responsibility is divided into three distinct areas: Development, Regulation, Finance and Administration. The Department discharges its responsibility to some 400 active cooperatives, credit unions and caisses populaires registered in the Province of Manitoba.

In addition to its developmental and regulatory functions, the Department provides administrative services and has members on the Co-operative Loans and Loans Guarantee Board, the Co-operative Promotion Board and has representatives on various provincial and national societies including observer positions on the boards of the Credit Union Stabilization Fund and Le Fonds de Sécurité des Caisses Populaires and on the boards of the Credit Union Central and La Fédération des Caisses Populaires du Manitoba.

Schedule 2

STATUTORY RESPONSIBILITES OF THE MINISTER OF COOPERATIVE DEVELOPMENT

The Credit Unions and Caisses Populaires Act

The Cooperatives Act

The Co-operative Association Loans and Loans Guarantee Act

The Wheat Board Money Trust Act

Schedule 3

DEPARTMENT OF COOPERATIVE DEVELOPMENT EXPENDITURE SUMMARY BY APPROPRIATION

		Adjusted Vote 1984 - 1985	Year Ending March 31, 1986
1.	Administration & Finance. . . .	$ 439,100.	$ 439,400.
2.	Cooperative & Credit Union Development and Regulation. . .	1,262,600.	1,376,800.
3.	Interest Forgiveness.	4,774,900.	4,774,900.
	TOTAL DEPARTMENT OF COOPERATIVE DEVELOPMENT	$6,476,600.	$6,591,100.

Schedule 4

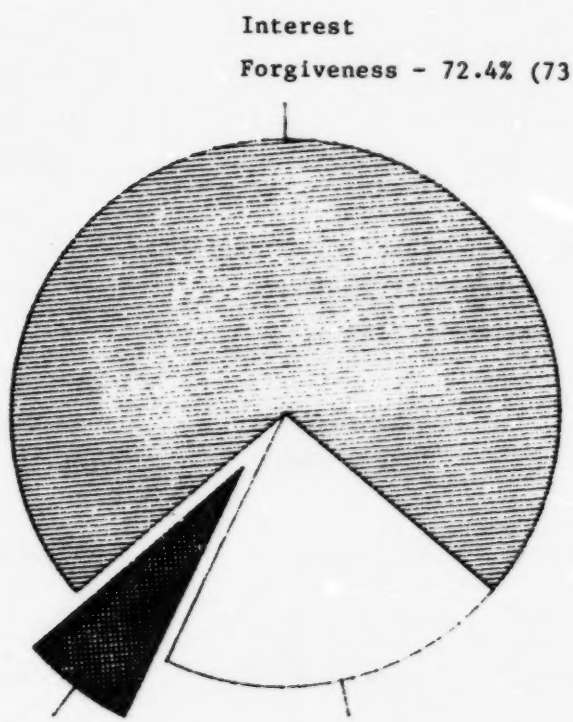
DEPARTMENT OF COOPERATIVE DEVELOPMENT

1985/86 Main Estimates of Expenditure

Percentage Distribution

By Operating Program

With Comparative Previous Year in ( )



Schedule 5

DEPARTMENT OF COOPERATIVE DEVELOPMENT

EXPENDITURE SUMMARY

BY MAJOR ELEMENT

ELEMENT	ADJUSTED VOTE 1984/85	YEAR ENDING March 31, 1986
Salaries	$1,430,600.	$1,490,400.
Other Expenditures	271,100.	325,800.
Interest Forgiveness	,900.	4,774,900.
TOTAL DEPARTMENT OF COOPERATIVE DEVELOPMENT	$6,476,600.	$6,591,100.

Schedule 6

DEPARTMENT OF COOPERATIVE DEVELOPMENT
STAFF YEAR SUMMARY
BY APPROPRIATION

Res	Appro. No.	Division/Program	Adjusted Vote 1984/85		Year Ending March 31, 1986	
			SY	Salaries	SY	Salaries
38	06-1	Administration & Finance				
	06-1(a)	Minister's Salary	1.00	$ 19,600.	1.00	$ 19,600.
	06-1(b)	Executive Support	5.00	157,400.	5.00	161,200.
	06-1(c)	Financial & Admin. Services	7.00	186,300.	7.00	197,400.
		TOTAL ADMINISTRATION AND FINANCE	13.00	$ 363,300.	13.00	$ 378,200.
39	06-2	Cooperative & Credit Union Development and Regulation				
	06-2(a)	Co-op & Credit Union Development	14.00	532,900	17.00 [1]	632,100.
	06-2(b)	Co-op & Credit Union Regulation	14.00	534,400	13.00 [2]	480,100.
		TOTAL CO-OP & CREDIT UNION DEVELOPMENT AND REGULATION	28.00	$1,067,300.	30.00	$1,112,200.
40	06-3	INTEREST FORGIVENESS	-	-	-	-
		TOTAL DEPARTMENT	41.00	$1,430,600.	43.00	$1,490,400.

Notes

1 See pages 26 and 27 for explanation of increases.

2 See pages 28 and 29 for explanation of decreases.

Schedule 7

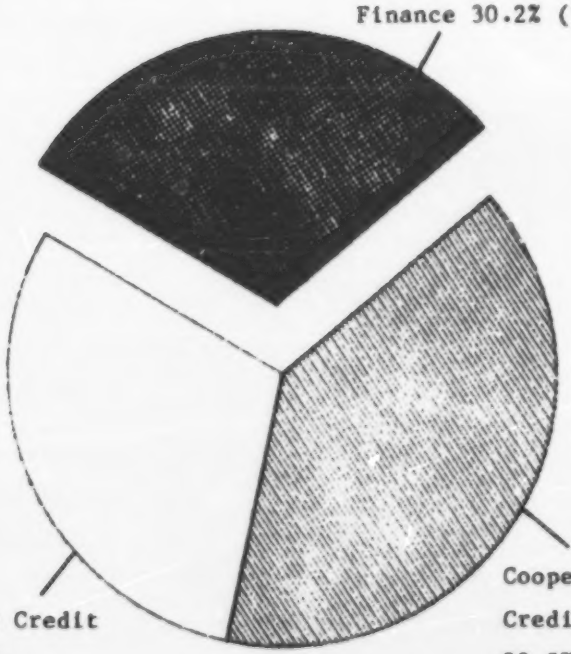
DEPARTMENT OF COOPERATIVE DEVELOPMENT

1985/86 STAFF YEAR SUMMARY

PERCENTAGE DISTRIBUTION OF STAFF YEARS

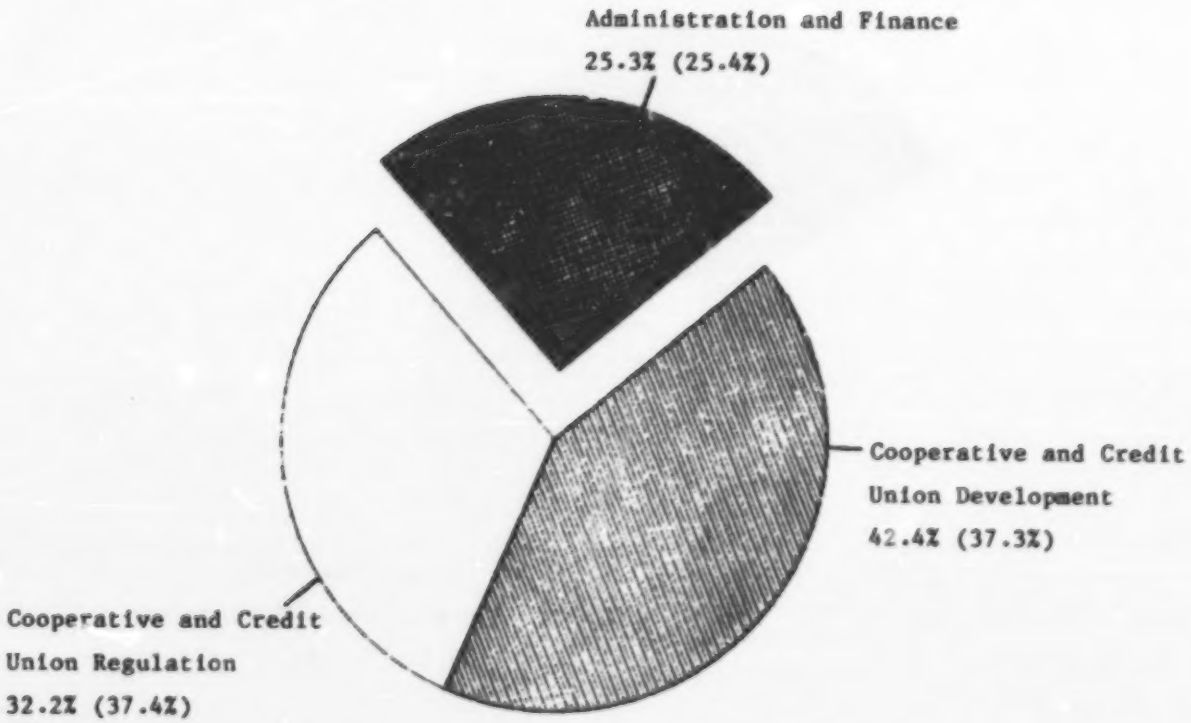
BY OPERATING PROGRAM

WITH COMPARATIVE PREVIOUS YEAR IN ( )



Schedule 8

DEPARTMENT OF COOPERATIVE DEVELOPMENT
1985/86 STAFF YEAR SUMMARY
PERCENTAGE DISTRIBUTION OF SALARIES
BY OPERATING PROGRAM
WITH COMPARATIVE PREVIOUS YEAR IN ( )



Schedule 9

DEPARTMENT OF COOPERATIVE DEVELOPMENT
1985/86 STAFF YEAR SUMMARY
BY STAFF CATEGORY

PROGRAM	STAFF CATEGORIES							
	Managerial		Professional		Clerical		Total	
	SY	$	SY	$	SY	$	SY	$
Minister's Salary	1.00	19,600					1.00	19,600
Executive Support	1.00	64,400	1.00	30,300	3.00	66,500	5.00	161,200
Financial & Admin. Services	1.00	44,300	2.00	80,200	4.00	72,900	7.00	197,400
Co-op & Credit Union Development	1.00	52,600	14.00	538,600	2.00	40,900	17.00	632,100
Co-op and Credit Union Regulation	1.00	49,200	10.00	390,700	2.00	40,200	13.00	480,100
Interest Forgiveness	-	-	-	-	-	-	-	-
TOTAL	5.00	$ 230,100	27.00	$1,039,800	11.00	$220,500	43.00	1,490,400

PART 2

DETAILED FINANCIAL INFORMATION

ADJUSTED VOTE 1984/85	DEPARTMENT OF COOPERATIVE DEVELOPMENT (06)	YEAR ENDING March 31, 1986
	DEPARTMENT SUMMARY	
$ 439,100	1. Administration and Finance	$ 439,400
$1,262,600	2. Cooperative & Credit Union Development and Regulation	$1,376,800
$4,774,900	3. Interest Forgiveness	$4,774,900
$6,476,600	* **TOTAL FOR COOPERATIVE DEVELOPMENT**	$6,591,100

*** RECONCILIATION STATEMENT**

DETAILS	1984/85 Estimate
1984/85 Main Estimates	$6,476,600
1984/85 Adjusted Vote	$6,476,600

ADJUSTED VOTE 1984/85	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1986	RESOLUTION NUMBER
$ 439,100	1.	**ADMINISTRATION & FINANCE**	$439,400	38
		■ Provides overall policy direction to the Department.		
		■ Provides administrative, financial, research and planning support to the Department, its boards and agencies.		
		■ Ensures progressive legislation to enhance the effectiveness of cooperatives and credit unions/caisses populaires.		
				Reference Number
$ 19,600	(a)	Minister's Salary.	$ 19,600	1
191,100	(b)	Executive Support.	195,100	2
228,400	(c)	Financial & Administrative Services	224,700	3
$ 439,100			$439,400	

REFERENCE NO. 1

MINISTER'S SALARY

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$		SY	$
1.00	19,600	PERSONNEL	1.00	19,600

REFERENCE NO.2

EXECUTIVE SUPPORT

- Assists the Minister on matters relating to Cooperative Development and Regulation.
- Provides clerical and secretarial support for the offices of the Minister and Deputy Minister.
- Provides overall policy direction relative to Departmental Programs.

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$	PERSONNEL	SY	$
1.00	62,300	Management.	1.00	64,400
1.00	30,000	Professional.	1.00	30,300
3.00	65,100	Clerical.	3.00	66,500
5.00	157,400	TOTAL PERSONNEL.	5.00	161,200

REFERENCE NO.2 Continued

Adjusted Vote 1984/85		Year Ending March 31,1986
	OTHER EXPENDITURES	
$ 13,000	Transportation	$ 11,800
4,000	Telephone.	6,500
500	Advertising.	500
700	Courier.	700
4,700	Office Supplies.	4,200
1,500	Office Equipment - Rental.	1,500
2,500	Hotels	2,000
3,000	Meals.	1,900
-	Word Processing.	1,000
800	Publications	800
3,000	Other.	3,000
33,700	TOTAL OTHER EXPENDITURES	33,900
$191,100	TOTAL EXPENDITURES	$195,100

REFERENCE NO. 3

FINANCIAL & ADMINISTRATIVE SERVICES

- Carries out the administrative & financial requirements of the Department, its boards and agencies through co-ordination with the Department of Consumer and Corporate Affairs.

- Monitors departmental activities to ensure compliance with administrative and financial policies and directives.

- Provides specialized research services to the Department, its boards and agencies.

- Assists in organizational development and long range planning.

- Assists in planning and evaluating Departmental programs and activities.

- Assists in training needs and course identification and provides funding for course fee assistance.

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$		SY	$
		PERSONNEL		
1.00	41,440	Managerial.	1.00	44,300
2.00	75,600	Professional.	2.00	80,200
4.00	69,300	Clerical.	4.00	72,900
7.00	$186,300	TOTAL PERSONNEL.	7.00	$197,400

REFERENCE NO. 3 Continued

Adjusted Vote 1984/85		Year Ending March 31, 1986
	OTHER EXPENDITURES	
$ 300	Transportation	$ 300
1,200	Telephones	1,500
200	Courier	200
4,000	Office Supplies	4,000
500	Office Equipment - Rental	500
500	Hotels	200
200	Meals	200
30,000	Word Processing	15,200 [1]
200	Publications	200
5,000	Employee Educational Assistance	5,000
42,100	TOTAL OTHER EXPENDITURES	27,300
$228,400	TOTAL EXPENDITURES	$224,700

Notes

[1] Provides technical assistance and funding for word processing acquisition. Reduction is due to the near-completion of equipment purchases.

ADJUSTED VOTE 1984/85	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1986	RESOLUTION NUMBER
		COOPERATIVE & CREDIT UNION		
$1,262,600	2.	**DEVELOPMENT AND REGULATION** . .	$1,376,800	39

- Provides managerial and technical consulting assistance to develop and improve cooperative and credit union/caisse populaire operations. This enables the development of viable cooperatives, resulting in the creation and expansion of the quality and range of services and employment opportunities leading to the development and utilization of the local economic base and human resources.

- Ensures compliance to the Acts and Regulations established to regulate cooperatives and credit unions/caisses populaires.

				REFERENCE NUMBER
		Cooperative and Credit Union		
660,800	(a)	Development	$836,900	1
		Cooperative and Credit Union		
601,800	(b)	Regulation.	539,900	2
$1,262,600			$1,376,800	

REFERENCE NO.1

COOPERATIVE AND CREDIT UNION DEVELOPMENT

- Encourage and assist in the development of new cooperatives in all sectors including agriculture, utilities, communications, housing, service, employment cooperatives, etc.

- Provide operational management consulting and training services to established cooperatives to ensure viable and efficient operations through consultation and training with management and the Boards of Directors.

- Provide public awareness of the cooperative option as a viable alternative of providing goods and services to the citizens of Manitoba.

Adjusted Vote 1984/85			Year Ending March 31, 1986		
SY	$	PERSONNEL	SY	$	
1.00	51,800	Managerial.	1.00	52,600	
11.00	435,000	Professional.	14.00	538,600	1
2.00	46,100	Clerical.	2.00	40,900	
14.00	$532,900	TOTAL PERSONNEL.	17.00	$632,100	

Notes

1 Increase in Staff Years due to added emphasis placed on the development of cooperatives with the establishment of an office in Thompson.

Adjusted Vote 1984/85		Year Ending March 31, 1986
	OTHER EXPENDITURES	
$ 47,700	Transportation	$ 75,000
14,200	Telephones	19,100
2,000	Advertising	2,000
500	Courier	800
16,000	Office Supplies	14,300
4,000	Informational and Support Material	29,000
2,200	Office Equipment - Rental	5,200
4,000	Professional Fees	5,500
4,000	Other Fees	2,000
10,000	Hotels	19,800
16,000	Meals	18,200
-	Word Processing	4,000
1,100	Publications	1,200
-	Employee Educational Assistance	4,000
6,200	Other	4,700
127,900	TOTAL OTHER EXPENDITURES	204,800 [1]
$660,800	TOTAL EXPENDITURES	$836,900

Notes

[1] Increases in Other Expenditures due to added emphasis placed on the development of cooperatives with the establishment of an office in Thompson.

REFERENCE NO. 2

COOPERATIVE AND CREDIT UNION REGULATION

- Ensures compliance to The Credit Unions and Caisses Populaires Act and The Cooperatives Act.
- Provides a central registry for the registration of cooperatives.
- Maintains statistical data on cooperatives and credit unions/caisses populaires.
- Carries out operational examinations on credit unions/caisses populaires and audits on qualifying cooperatives.

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$	PERSONNEL	SY	$
1.00	51,800	Managerial.	1.00	49,200
11.00	442,600	Professional.	10.00	390,700 [1]
2.00	40,000	Clerical.	2.00	40,200
14.00	534,400	TOTAL PERSONNEL	13.00	480,100

Notes

[1] Reduction in Staff Years due to the deletion of one Examiner position.

Adjusted Vote 1984/85		Year Ending March 31, 1986
	OTHER EXPENDITURES	
$ 13,300	Transportation	$ 11,500
8,000	Telephones	7,800
1,000	Advertising	900
1,000	Courier	1,000
10,400	Office Supplies	8,200
1,500	Office Equipment - Rental	1,300
3,400	Professional Fees	1,700
6,100	Hotels	5,300
6,700	Meals	6,600
4,000	Computer Related	4,000
3,000	Word Processing	3,500
1,700	Publications	1,700
6,200	Employee Educational Assist	5,500
1,100	Other	800
67,400	TOTAL OTHER EXPENDITURES	59,800 [1]
$601,800	TOTAL EXPENDITURES	$539,900

Notes

[1] Reduction in Other Expenditures due to the deletion of one Examiner position.

ADJUSTED VOTE 1984/85	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1986	RESOLUTION NUMBER
4,774,900	3.	INTEREST FORGIVENESS.	$4,774,900	40

■ Provides for interest forgiveness on outstanding loans to Canadian Co-operative Implements Ltd. and the Credit Union/Caisse Populaire System.

				REFERENCE NUMBER
		Canadian Co-operative		
$386,800	(a)	Implements Ltd.	$ 386,800	1
		Credit Unions and Caisses		
$4,388,100	(b)	Populaires Assistance	$4,388,100	2
$4,774,900			$4,774,900	

REFERENCE NO. 1

CANADIAN CO-OPERATIVE IMPLEMENTS LTD.

- Provides for interest forgiveness on a $2,975,000 loan negotiated in 1982 between the Province and Canadian Co-operative Implements Ltd. The interest, calculated annually, is based on the annual Farm Credit Corporation rate.

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$		SY	$
-	-	PERSONNEL	-	-
		OTHER EXPENDITURES		
	386,800	Interest Forgiveness		386,800
	$386,800	TOTAL EXPENDITURES		$386,800

REFERENCE NO. 2

CREDIT UNIONS AND CAISSES POPULAIRES ASSISTANCE

- Provides for interest payments to The Credit Union Stabilization Fund and Le Fonds de Sécurité in accordance with the terms of the 1982 loan agreements of $25 million to the Credit Union Stabilization Fund and $4.5 million to Le Fonds de Sécurité.

Adjusted Vote 1984/85			Year Ending March 31, 1986	
SY	$	PERSONNEL	SY	$
-	-		-	-
		OTHER EXPENDITURES		
		Interest Payments		
$3,718,700		Credit Union Stabilization Fund		$3,718,700
669,400		Le Fonds de Sécurité.		669,400
4,388,100		TOTAL OTHER EXPENDITURES.		4,388,100
$4,388,100		TOTAL EXPENDITURES.		$4,388,100

PART 3

HISTORICAL INFORMATION

Appendix I

DEPARTMENT OF COOPERATIVE DEVELOPMENT
FIVE YEAR EXPENDITURE & STAFFING
SUMMARY BY APPROPRIATION ($000)
FOR THE YEAR ENDING MARCH 31, 1982 TO MARCH 31, 1986

PROGRAM	ACTUAL EXPENDITURES						Adjusted Vote 1984/85		Year Ending March 31, 1986	
	1981/82		1982/83		1983/84					
	SY	$	SY	$	SY	$	SY	$	SY	$
1. Administration & Finance										
- Minister's salary	.26	7.1	.26	10.3	.26	9.9	1.00	19.6	1.00	19.6
- Executive support	2.00	86.1	2.00	107.0	2.00	141.2	5.00	(1)191.1	5.00	195.1
- Financial & Admin. Services	-	-	-	-	-	-	7.00	(2)228.4	7.00	224.7
Total for Admin. & Finance	2.26	93.2	2.26	117.3	2.26	151.1	13.00	439.1	13.00	439.4
2. Cooperative & Credit Union Development & Regulation										
- Co-op & Credit Union Development	18.00	549.2	18.00	639.7	18.00	695.1	14.00	660.8	17.00	836.9
- Co-op & Credit Union Regulation	10.00	351.4	14.00	688.8	19.00	697.6	14.00	601.8	13.00	539.9
TOTAL CO-OP & CREDIT UNION DEVELOPMENT AND REGULATION	28.00	900.6	32.00	1328.5	37.00	1392.7	28.00	1262.6	30.00	1376.8
3. INTEREST FORGIVENESS										
- Canadian Co-op Implements Ltd.	-	28.7	-	437.9	-	262.2	-	386.8	-	386.8
- Credit Unions/ Caisses Populaires Assistance	-	-	-	3266.3	-	4388.1	-	4388.1	-	4388.1
TOTAL INTEREST FORGIVENESS	-	28.7	-	3704.3	-	4650.3	-	4774.9	-	4774.9
TOTAL DEPARTMENT	30.26	1,022.5	34.26	5150.1	39.26	6194.1	41.00	6476.6	43.00	6591.1

Appendix I Continued

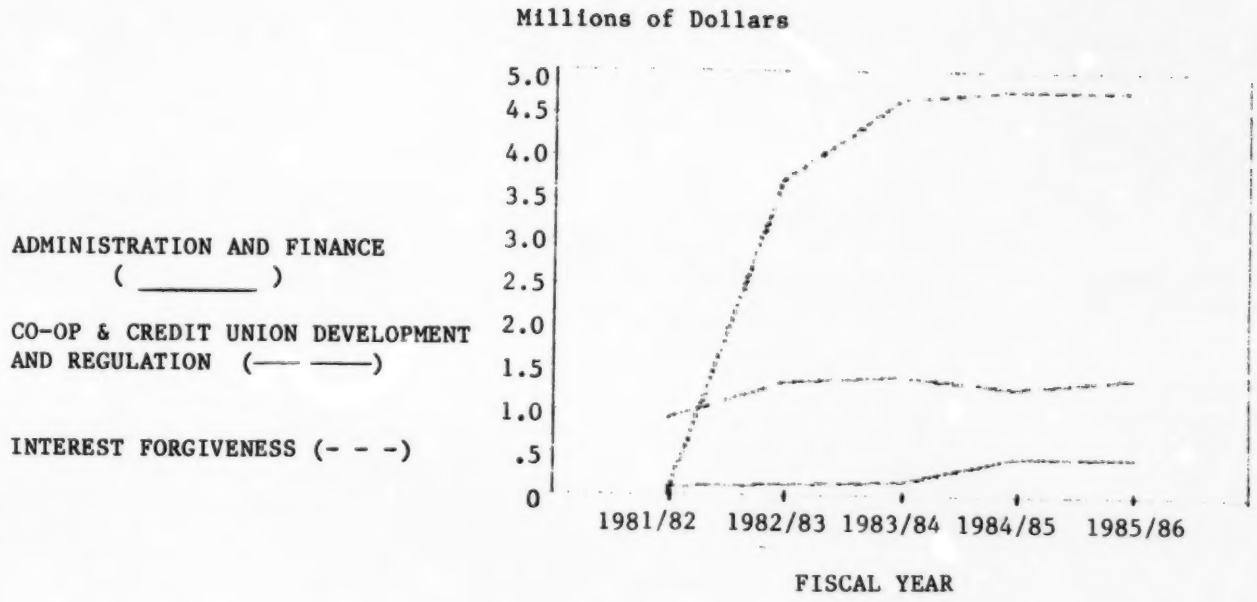
NOTES

1. Reflects the transfer of two clerical positions from the Department of Consumer and Corporate Affairs for the establishment of the Minister's office in the Department of Cooperative Development.

2. Reflects the transfer of two positions from the Department of Fitness, Recreation and Sport which was dis-established during 1983/84. In previous years, the Department of Cooperative Development and the Department of Fitness, Recreation and Sport shared Financial and Administrative Services. The additional five positions were transferred from the Development and Regulation branches within the Department.

DEPARTMENT OF COOPERATIVE DEVELOPMENT
FIVE YEAR EXPENDITURE HISTORY
BY MAIN APPROPRIATION

Appendix 2



DEPARTMENT OF COOPERATIVE DEVELOPMENT
FIVE YEAR STAFF HISTORY
BY APPROPRIATION

Appendix 3

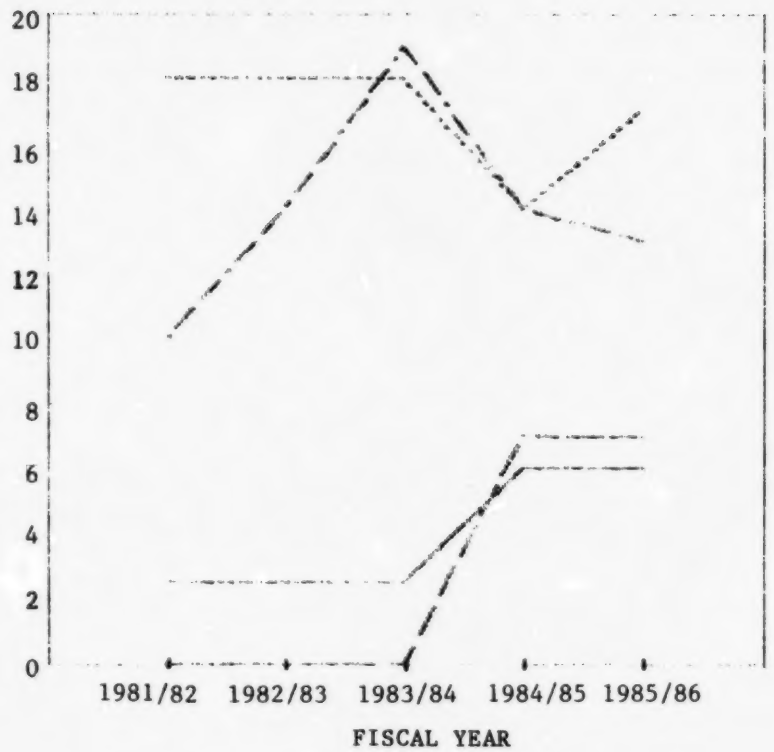
TOTAL STAFF YEARS

EXECUTIVE SUPPORT
(Inc. Minister) (_____)

FINANCIAL & ADMIN-
ISTRATIVE SERVICES
(—— ——)

CO-OP AND CREDIT
UNION DEVELOPMENT
(- - -)

CO-OP AND CREDIT
UNION REGULATION
(—— - —— -)



Appendix 4

COOPERATIVE DEVELOPMENT
FIVE YEAR STAFF HISTORY